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GO SERV Website:
www.goserv.ca.gov

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News From the Team

**From Adam Sutkus,
Citizen Corps Program Director**

Our primary focus within GO SERV right now is gearing up for the October 17 and 28 Grantee Technical Workshops; we hope to see every applicant at one of these events. We are going to discuss the "nuts and bolts" of the application for the 2003 CERT grant, as well as provide a collection of resources to each participant and discuss valuable best practices techniques on training, managing volunteers, and enhancing your Citizen Corps activities. It will be a full and very productive workshop day.

A new approach to our Grants management is underway as well: everyone now has a Grants Officer who will be your "one stop shop" for the details of your Citizen Corps and CERT grant. Our feedback on this approach has been very positive; it should allow for much more personalized attention to each of our grantees.

With the 2004 appropriations looking good (see below) we are in the process of updating some of our systems in anticipation of growth--keep accessing our website through October to learn more!

Funding Update

The Federal appropriations for Citizen Corps are poised for a significant increase in the fiscal year 2004 cycle. Two weeks ago the conference committee for the Department of Homeland Security agreed on \$40 Million nationally for Citizen Corps--a doubling of the 2003 CERT appropriation. This should translate roughly to a doubling of California's funds from last year, from \$1.5M to about \$3.0M.

We have not yet examined the details of the conference report, but our contacts on Capitol Hill tell us that the conference agreement recommends transferring the Citizen Corps program to the Office of Domestic Preparedness and out of FEMA. We do not know yet what, if any, changes to the program could result from this move. We will keep you informed.

The full House and Senate are expected to vote on the conference agreement very soon, with a signing by the President shortly thereafter. Changes could still be made, but unlikely at this point. Overall good news--more soon.

Progress Reports due October 15, 2003

Progress reports are due October 15, 2003 for the period July 1-September 30, 2003. Grantees will notice several changes to the format, which was revised to simplify the on-line reporting process and reduce errors.

SPEND YOUR GRANT FUNDS!!!

Grantees have until December 4th to spend their funds for the 2002 cycle and then 60 days to invoice GO SERV. A large portion of the funds still remain unspent; please invoice as soon as possible.

"Coalitions" being Considered

A unique aspect of the 2003 CERT grant cycle is for multiple Operational Areas to combine their funds and process them through one fiscal point of contact. Many groups of geographically matched counties are considering this approach and 1 group has already committed to this method. The advantages of this approach are numerous: allows funds to be leveraged on a wider scale; centralizes administrative tasks through a single entity--which can call upon help more easily with greater fund totals; and

provides for direct attention to regional priorities in CERT training.

The GO SERV staff highly recommends grantees consider the “coalition” approach.

CERT Guide for Local Governments

GO SERV distributed the 2003 CERT guidance on Monday, September 8, 2003. The 2003 CERT Guide for Local Governments was e-mailed to our current list of CERT grant Program Managers, Legal Applicants and Operational Area contacts. Also, the guide is posted on the GO SERV website at www.goserv.ca.gov in the **Grantee Central area under Citizen Corps**. The site is password protected for Grantees only. Please alert Katrina Rosseini at krosseini@goserv.ca.gov if your contact information has changed for your Program Manager, Legal Applicant or Operational Area contact.

In response to feedback from our current grantees, the guide was written to be as concise and easy-to-understand as possible. The document is several pages shorter and includes the following changes:

- The program includes just three narrative questions.
- The Financial Management Survey is only required to be filled out by Legal Applicant organizations who’s CERT Grant is \$25,000 or over.
- If the Legal Applicant organization has already submitted the Financial Management Survey to GO SERV this calendar year, the Financial Management Survey requirement is waived. Please email Kate McCloskey at kate@goserv.ca.gov if you are unsure about whether this requirement has been met.
- If the Legal Applicant organization has already

submitted the A-133 audit for the fiscal year ending in 2002 (requirement for Legal Applicant organizations who expended \$300,000 or more in federal funding during the most recent fiscal year) to GO SERV, the A-133 Audit requirement is waived. Please email Kate McCloskey at kate@goserv.ca.gov if you are unsure about whether this requirement has been met.

- The Governing Body Resolution is now a multi-year document, can be delegated, and therefore can be used for multiple grant years.

Grant Officers

Every grantee has been assigned a grant officer. This staff person will help move your application through the contracting process to meet the November 10 deadline for the 2003 CERT grant. Grant officers can also provide ongoing guidance, technical assistance, and support to programs throughout the performance period; this also applies to the 2002 grant cycle. As such, you should keep in regular communication with your grant officer. Please be sure to notify them of any change in your program including new contact information. They will occasionally contact you to offer assistance, provide important information, and check on your progress. These individuals should be your first point of contact at GO SERV.

Another Outstanding CERT T-T-T this time in Santa Barbara

Santa Barbara OES co-sponsored our Santa Barbara CERT Train-the-Trainer. A tremendous thank you

Upcoming Events

**October 17th
Sacramento
Grantee Workshop**

**October 20-22
San Bernardino County
CERT T-T-T**

**October 28th
Long Beach
Grantee Workshop**

**November 5-7
Humboldt County
CERT T-T-T**

**January 28th-29th, 2004
Governor’s Conference on
Service, Volunteerism and
Mentoring**

must go to Yolanda McGlichney, from Santa Barbara OES. Without her support, the training session would not have been the success that it was. Counties that sent representatives to the 3 day training were: Imperial, Orange, San Bernardino, Santa Barbara and Ventura. Also, all participants deserve a thank you for contributing the rich content of the class. GO SERV will be collaborating with others to hold two (2) more courses in the near future. For your convenience we have included the schedule for the remaining courses in our Upcoming Events section.

A photograph of the Santa Barbara CERT TTT class will be on the GO SERV’s website soon.

CERT Seminar at EMI Sept 3-4, '03 Summary

On September 3rd and 4th, 2003 FEMA's Emergency Management Institute sponsored a Community Emergency Response Team training seminar for representatives from all around the country. California was well represented by several CERT enthusiasts. Frank Borden, the Father of CERT as well as Don Lee, LA City Fire Department gave keynote presentations. Also present at the seminar were Bill McCloud, LA County Fire Department; Dennis West, San Bernardino County OES, and Chris Walters representing the Inter-Tribal Council of California. Jim Brown, from the GOSERV staff, represented California as an invited speaker to give perspectives on statewide CERT coordination.

Overall the conference was informative, effective and valuable for all attendees.

Upcoming events

CERT T-T-T Course Schedule for 2003

GO SERV, in partnership with the Los Angeles City Fire Department and several Operational Areas has two (2) remaining CERT T-T-T courses during the calendar year. These are the next in a series of T-T-T courses that will help advance CERT in California. GO SERV acknowledges that there is a high demand for this training. If added resources become available, we will sponsor additional courses-this is expected to continue into 2004.

Our aim is to provide an opportunity for each county and the Tribal Nations to participate in one CERT T-T-T course this year, with an average of 35 participants per course. Based on our previous experience, and in response to your feedback and comments, we will not post the CERT T-T-T course schedule on the GO SERV web site, in hopes that this will cut down on

inquiries to the counties and GO SERV by non-affiliated individuals. Invitations will be coordinated with and through the sponsoring Operational Area for each available course.

GO SERV will be holding it's second Statewide CERT Focus Group Meeting

GO SERV has established a CERT sub-committee within the State Citizen Corps Council to help build on existing CERT programs and activities, and to serve in an advisory capacity to GO SERV. A focus group of CERT experts from around the state will convene in Sacramento on November 4th to continue the process of advice and feedback for future policy and program issues pertaining to the CERT program in the state.

At the first focus group meeting, the participants highlighted a key need: CERT "instructor training" to allow for a wider pool of qualified individuals to teach TTT classes statewide. This "T-4" course will be a development focus as we move into the 2003 grant cycle.

Citizen Corps Progress!!!

We now have 74 registered CERT programs in California, up from 49 this time last year. We also have 40 registered Citizen Corps Councils throughout the state. **KEEP UP THE GOOD WORK.**

FAQS

Grantee Information

Q. Where can I find the **Invoice Instructions, Form, and Expense Reports** and the **Budget Revision Form** for the 2002 Citizen Corps and CERT Grants?

- A.**
1. Go to www.goserv.ca.gov.
 2. On left hand side click on **Grantee Central**.
 3. Enter password: and then click login.

4. On the left hand side you will now see a menu of items under **Grantee Central**....Click on **Citizen Corps**.
5. You will now see the message **"Welcome to the Citizen Corps section of Grantee Central! Use the tabs above to navigate through this section of the website."**
6. Click on the tab labeled **2002 Application Forms**. The **"Invoicing Instructions and Forms"** and the **"Budget Revision Instructions and Form"** can be found here.

Q. What is the contract term for my agency/organization's 2002 Citizen Corps and CERT Grants?

- A.** If you look at the top of the 1st page of the contract will see that the agreement was entered into on December 5, 2002. Also, you can find the complete term of the contract on the 2nd page of the contract labeled "II. Term." The contract term is as follows: December 5, 2002 - December 4, 2003.

Q. When can my agency/organization incur expenses for the 2002 Citizen Corps and CERT Grants?

- A.** Your agency/organization can only incur expenses during the contract term. The contract term is as follows: December 5, 2002 - December 4, 2003.

Q. When is the FINAL invoice due for the 2002 Citizen Corps and CERT Grants?

- A.** The final invoice is due 60 days after the expiration of your contract, therefore the last day to submit an invoice is on Monday, February 2, 2004.

Citizens Corps Contact:

**Main Number....
916.323.7646**

WEB address:
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